



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 18, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Call business meeting to order** – 7:00 p.m. by Vice-President Graves  
**Pledge of Allegiance** – Led by Vice-President Graves  
**Roll Call** – All Present with the exception of President Simon

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. PRESENTATIONS**

None

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Vice-President Graves** – Stated that the Town has had many accomplishments this year.

**Director Steele** – Provided the details and report for the Byron Union School District meeting dated December 12, 2013.

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous regular meeting dated December 4, 2013
2. Approve Register of District Invoices

**Motion by:** Director Pease to approve the Consent Calendar

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

**F. NEW BUSINESS AND ACTION ITEMS**

**1. Lift Station “F” Rehabilitation Pump Purchase**

**General Manager Howard** – Provided details of item F-1.

**District Engineer Harris** – Provided additional details of item F-1. There was discussion between the District Engineer, the General Manager, and the Board.

**Motion by:** Director Pease to authorize the purchase of two Pumps for the Lift Station “F” Rehabilitation Project from MuniQuip, LLC, in the amount of \$63,537.84; and authorize the General Manager to execute all purchase documents

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

**2. Purchase Video Surveillance System for the Discovery Bay Wastewater Treatment Plants 1 & 2 and Willow Lake Water Treatment Plant**

**General Manager Howard** – Provided details of item F-2.

**District Engineer Harris** – Provided additional details of item F-2. There was discussion between the District Engineer, the General Manager, and the Board.

**Motion by:** Director Pease to purchase Video Surveillance System for the Discovery Bay Wastewater Treatment Plants 1 & 2 and Willow Lake Water Treatment Plant

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

**3. National Pollutant Discharge Elimination System (NPDES) 2013 Permit Flow Increase**

**General Manager Howard** – Provided details of item F-3.

**District Engineer Harris** – Provided additional details of item F-3. There was discussion between the District Engineer, the General Manager, and the Board.

**Pantages Mark Armstrong** – Provided details regarding the pre annexation agreement for Pantages Properties. There was discussion between Mark Armstrong, the District Engineer, the General Manager, and the Board.

**Motion by:** Director Pease to authorize the General Manager to modify the existing NPDES permit renewal contract with Stantec to change the permit renewal application to include a permitted flow increase from 2.1 million gallons per day to 2.35 million gallons per day; and approve the additional cost in the amount of \$55,000.00 to Stantec for consulting services related to modifying the NPDES 2013 permit renewal application; and approve additional cost up to \$10,000.00 to HERWIT Engineering to coordinate and manage the process on behalf of the Town

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

**4. Annual Review of Board Policy Manual**

**General Manager Howard** – Provided details of item F-4. Some of the policies will be brought back to the Board in January. There was discussion between the General Manager and the Board.

**G. VEOLIA REPORT**

1. Veolia Report for the Month of October 2013
2. Veolia Report for the Month of November 2013

**Project Manager Fermin Garcia** – Provided the details of the October and November 2013 Monthly Operations Report. There was discussion between the Project Manager and the Board.

**H. MANAGER'S REPORTS**

None

**I. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**General Manager Howard** – Provided an update on the Holiday Schedule and the pictures of the Community Center upgrades.

**J. DISTRICT LEGAL COUNSEL REPORT**

**Legal Counsel Schroeder** – Stated that he will not be attending the January meetings and that Legal Counsel Rod Attebery will be in his place.

**K. COMMITTEE UPDATES – Discussion and Possible Action**

1. Community Center Status Report (No written report)

**Vice-President Graves** – Stated that the Community Center Committee meet December 18, 2013 and received updates regarding the Community Center classes and other activities. There was discussion between the General Manager and the Board.

**L. CORRESPONDENCE – Discussion and Possible Action**

1. R – East Contra Costa County Fire Protection District meeting minutes dated November 4, 2013
2. R – DRAFT Byron Municipal Advisory Council meeting minutes dated October 17, 2013

**M. PUBLIC RECORD REQUESTS RECEIVED**

1. Residence on Wayfarer Court – Dated December 3, 2013

**N. FUTURE AGENDA ITEMS**

None

**O. ADJOURNMENT**

The meeting adjourned at 8:28 p.m. to the next Regular meeting dated January 8, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12.30.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>